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UNITED STATES DISTRICT COURT  
CENTRAL DISTRICT OF CALIFORNIA

XXXXXXXXXX,

Plaintiffs,

v.

XXXXXXXXXX,

Defendants.

Case No. CV 00-0000 SS

**STANDING ORDER**

**READ THIS ORDER CAREFULLY. IT CONTROLS THIS CASE  
AND DIFFERS IN SOME RESPECTS FROM THE LOCAL RULES.**

This action has been assigned to the calendar of Judge Suzanne H. Segal.

In accordance with General Order 08-02, this case is designated for electronic filing. Counsel are to familiarize themselves with General Order 08-02 and comply with all requirements. Counsel shall electronically file all documents by 4:00 pm on or before the due date. In addition, courtesy copies of electronically filed documents, with the Notice of Electronic Filing attached, shall be either (a) hand delivered and placed in

1 the drop box located outside of Room 181 - Roybal Clerk's Office  
2 no later than 4:00 pm on the next court day, or (b) mailed to  
3 Magistrate Judge Suzanne H. Segal at Roybal Federal Building, 255  
4 East Temple Street, Los Angeles, CA 90012 no later than the next  
5 court day.

6  
7 In order to facilitate the just, speedy, and inexpensive  
8 determination of this case, Fed. R. Civ. P. 1, the parties shall  
9 comply with the following instructions. This order applies to all  
10 parties, including those appearing pro se. Any reference in this  
11 order to "attorney" or "counsel" applies to parties appearing pro  
12 se unless the context requires otherwise. See Local Rule 1-3.

13  
14 Both the Court and the attorneys bear responsibility for the  
15 progress of litigation in the Federal Courts. To that end, all  
16 counsel are ordered to familiarize themselves with the Federal  
17 Rules of Civil Procedure and the Local Rules of the Central District  
18 of California.<sup>1</sup>

19  
20  
21  
22 \_\_\_\_\_  
23 <sup>1</sup> Copies of the Local Rules are available on our website at  
24 "http://www.cacd.uscourts.gov" or they may be purchased from one  
of the following:

25 Los Angeles Daily Journal  
26 915 East 1st Street  
Los Angeles, CA 90012

West Group  
610 Opperman Drive  
Post Office Box 64526  
St. Paul, MN 55164-0526

27 Metropolitan News  
28 210 South Spring Street  
Los Angeles, CA 90012

1           IT IS FURTHER ORDERED:

2  
3           IF ANY OF THE BELOW-REFERENCED EVENTS (E.G., SERVICE OF THE  
4 COMPLAINT, SUBMISSION OF THE RULE 26 REPORT) HAVE ALREADY TAKEN  
5 PLACE, THE PARTIES ARE NOT REQUIRED TO REPEAT ANY OF THESE EVENTS.

6 The parties are directed to comply with this Order as to any of  
7 the procedures or filings that reasonably should occur in this case  
8 following the date of this Order.

9  
10   1.   Service of the Complaint: The Plaintiff shall promptly serve  
11 the Complaint in accordance with Fed. R. Civ. P. 4 and file the  
12 proofs of service pursuant to Local Rule 5-3.1.

13  
14   2.   Removed Actions: Any answers filed in state court must be  
15 attached to the Notice of Removal. Any pending motions must be re-  
16 noticed as required by Local Rule 7.

17  
18   3.   Presence of Lead Counsel: Lead trial counsel shall attend any  
19 proceeding before this Court, including all status conferences, as  
20 well as settlement conferences.

21  
22   4.   Rule 26(f) Meeting of Counsel: Counsel for the parties shall  
23 meet personally pursuant to Fed. R. Civ. P. 26(f) and applicable  
24 Local Rules to confer on a discovery plan not later than 21 days  
25 before the scheduling conference. Fed. R. Civ. P. 16(b).

26  
27   5.   Joint Report of Rule 26(f) Meeting: The Joint Rule 26(f)  
28 Report, which shall be filed not later than fourteen (14) days

1 before the scheduling conference, shall be drafted by plaintiff  
2 (unless the parties agree otherwise), but shall be submitted and  
3 signed jointly. "Jointly" contemplates a single report, regardless  
4 of how many separately-represented parties there are. The Joint  
5 Rule 26(f) Report shall specify the date of the scheduling  
6 conference on the caption page. It shall address all matters  
7 described below, which include those required to be discussed by  
8 Rule 26(f) and Local Rule 26:

9  
10 (a) **Statement of the case:** a brief statement by each party  
11 (not to exceed two pages) setting forth that party's  
12 factual summary of the case as well as the party's main  
13 claims, counterclaims, or affirmative defenses.

14  
15 (b) **Subject matter jurisdiction:** a statement of the specific  
16 basis of federal jurisdiction, including supplemental  
17 jurisdiction.

18  
19 (c) **Legal issues:** a brief description of the **key legal**  
20 **issues**, including any unusual substantive, procedural,  
21 or evidentiary issues.

22  
23 (d) **Parties, evidence, etc.:** a list of parties, percipient  
24 witnesses, and key documents on the main issues in the  
25 case. For conflict purposes, corporate parties must  
26 identify all subsidiaries, parents, and affiliates.

- 1 (e) **Damages**: the realistic range of provable damages.
- 2
- 3 (f) **Insurance**: whether there is insurance coverage, the
- 4 extent of coverage, and whether there is a reservation
- 5 of rights.
- 6
- 7 (g) **Motions**: a statement of the likelihood of motions seeking
- 8 to add other parties or claims, file amended pleadings,
- 9 transfer venue, etc.
- 10
- 11 (h) **Manual for Complex Litigation**: whether all or part of
- 12 the procedures of the Manual for Complex Litigation
- 13 should be utilized.
- 14
- 15 (i) **Status of Discovery**: a discussion of the present state
- 16 of discovery, including a summary of completed discovery.
- 17
- 18 (j) **Discovery Plan**: a detailed discovery plan, as
- 19 contemplated by Rule 26(f), including the identity of
- 20 all anticipated deponents and dates by which their
- 21 depositions are to be completed (if possible),
- 22 anticipated written discovery requests, including
- 23 requests for admission, document requests, and
- 24 interrogatories, and a schedule for completion of all
- 25 discovery. State what, if any, changes in the
- 26 disclosures under Rule 26(a) should be made, the subjects
- 27 on which discovery may be needed and whether discovery
- 28 should be conducted in phases or otherwise be limited,

1           any issues about disclosure or discovery of  
2           electronically stored information, including the form or  
3           forms in which it should be produced, whether applicable  
4           discovery limitations should be changed or other  
5           limitations imposed, and whether the Court should enter  
6           other orders.

7  
8           **(k) Discovery cut-off:** a proposed discovery cut-off date.  
9           This means the final day for completion of discovery,  
10          including production of all documents, completion of  
11          depositions and resolution of all discovery motions.

12  
13          **(l) Expert discovery:** proposed dates for expert witness  
14          disclosures (initial and rebuttal) and expert discovery  
15          cut-off under Rule 26(a)(2).

16  
17          **(m) Dispositive motions:** a description of the issues or  
18          claims that any party believes may be determined by  
19          motion for summary judgment or other dispositive motion.

20  
21          **(n) Settlement:** a statement of what settlement discussions  
22          or written communications have occurred (excluding any  
23          statement of the terms discussed) and a statement  
24          pursuant to Local Rule 16-14.4 selecting a settlement  
25          mechanism under that Rule. Note: If a case is selected  
26          for the ADR Pilot Program, the parties may choose private  
27          mediation (at their own expense) instead. No case will  
28          proceed to trial unless all parties, including the

principals of all corporate parties, have appeared personally at a settlement conference.

(o) **Trial estimate**: a realistic estimate of the time required for trial and whether trial will be by jury or by court. Each side should specify (by number, not by name) how many witnesses it contemplates calling. If the time estimate for trial given in the Joint Rule 26(f) Report exceeds eight court days, counsel shall be prepared to discuss in detail the estimate.

(p) **Trial counsel**: the name(s) of the attorney(s) who will try the case.

(q) **Independent expert**: whether this is a case where the Court should consider appointing an independent scientific expert.

(r) **Timetable**: counsel should complete the Schedule of Pretrial and Trial Dates form attached to this Order and attach it to the Joint Rule 26(f) Report. The entries in the "Weeks Before Trial" column reflect what the Court believes are appropriate for most cases and will allow the Court to rule on potentially dispositive motions sufficiently in advance of the pretrial conference. The form is designed to enable counsel to ask the Court to set different last dates by which the key requirements must be completed. Each side should write in the month,

1 day and year it requests for each event. For example,  
2 for the expert discovery cut-off the entry might be  
3 "10/7/16" for plaintiff and "10/28/16" for defendant, if  
4 they cannot agree. At the conference, the Court will  
5 review this form with counsel. Each entry proposing  
6 Court dates shall fall on a Tuesday. In appropriate  
7 cases, the Court may order different dates after it hears  
8 from counsel. As the Court stated in subsection (k)  
9 above, the discovery cut-off date is the last day by  
10 which all depositions must be completed, responses to  
11 previously-served written discovery must be provided,  
12 and motions concerning discovery disputes must have been  
13 heard, not filed. The cut-off date for motions is the  
14 last date on which motions may be heard, not filed.

15  
16 **(s) Other issues:** a statement of any other issues affecting  
17 the status or management of the case (e.g., unusually  
18 complicated technical or technological issues, disputes  
19 over protective orders, extraordinarily voluminous  
20 document production, non-English speaking witnesses,  
21 ADA-related issues, discovery in foreign jurisdictions,  
22 etc.) and any proposals concerning severance,  
23 bifurcation, or other ordering of proof.

24  
25 The Joint Rule 26(f) Report should set forth the above  
26 described information under section headings corresponding to those  
27 in this Order. **Again, if the Rule 26(f) Report was previously**  
28 **filed, the parties are not required to re-file the Report.**



1   **6.   Selection Of Mandatory Settlement Procedure:** In conformity  
2 with the Local Rules, counsel shall file the settlement procedure  
3 selection by the date given by the Court at the time of the  
4 Scheduling Conference. Available alternatives for consideration  
5 include:

6  
7       **(a)** a settlement conference before an available Magistrate  
8 Judge willing to conduct the conference. Parties should  
9 contact the Courtroom Deputy Clerk, Marlene Ramirez, at  
10 213-894-0958, and provide the name of the requested  
11 Magistrate Judge. The Courtroom Clerk will then contact  
12 the requested Magistrate Judge's Courtroom Clerk to  
13 determine availability and dates. (Note: the Court does  
14 not participate in settlements of cases on its own docket  
15 unless the parties elect to proceed to a jury trial);

16  
17       **(b)** a settlement conference or mediation before an attorney  
18 selected from the Attorney Settlement Panel (list  
19 available from the Court's Website);

20  
21       **(c)** the employment by the parties of a private judge,  
22 mediator or arbitrator.

23  
24   **7.   Discovery:** All discovery matters will be heard by Judge Segal.  
25 **The discovery cut-off date is the date by which all discovery and**  
26 **discovery motions must be resolved. Discovery shall be served**  
27 **sufficiently in advance of the date to resolve all motions**  
28 **regarding discovery prior to the cut-off date. No discovery or**

1 discovery-related motions may proceed after the discovery cut-off  
2 date. This is not the date by which discovery requests must be  
3 served; it is the date by which all discovery is to be completed.  
4 Expert discovery shall be completed by the expert discovery cut-  
5 off date.

6  
7 **8. Motions:**

8  
9 **(a) Time for Filing and Hearing Motions:** Motions shall be  
10 filed in accordance with Local Rule 7. This Court  
11 customarily hears motions on **Tuesdays, commencing at**  
12 **10:00 a.m.** Opposition and Reply Briefs, including all  
13 declarations and supporting documentation, will be  
14 rejected if not timely filed in accordance with the Local  
15 Rules. **No supplemental or sur-reply brief shall be filed**  
16 **without prior leave of Court.** Local Rule 7-10.  
17 Adherence to the timing requirements is essential for  
18 the Court's preparation of motion matters.

19  
20 **(b) Pre-filing Requirement:** Counsel should take note of the  
21 changes to the Local Rules affecting motion practice in  
22 the Central District. Among other things, Local Rule 7-  
23 3 requires counsel to engage in a pre-filing conference  
24 "to discuss thoroughly . . . the substance of the  
25 contemplated motion and any potential resolution," and  
26 to confirm in the notice of motion that such conference  
27 has taken place. Local Rule 7-3. Counsel should discuss  
28 the issues sufficiently that if a motion is still

1 necessary, the briefing may be directed to those  
2 substantive issues requiring resolution by the Court.  
3 Counsel should resolve minor procedural or other non-  
4 substantive matters during the conference. **Failure to**  
5 **comply with Local Rule 7-3 and to set forth such**  
6 **compliance in the notice of motion may result in the**  
7 **motion date being vacated.**

8  
9 **(c) Length and Format of Motion Papers:**

10  
11 **(1) Memoranda of Points and Authorities in support of**  
12 **or in opposition to motions shall not exceed 25**  
13 **pages. Replies shall not exceed 12 pages.** Only in  
14 rare instances and for good cause shown will the  
15 Court grant an application to extend these page  
16 limitations.

17  
18 **(2) Typeface shall comply with Local Rule 11-3.1.1.**  
19 **NOTE: If Times Roman font is used, the size must be**  
20 **no less than 14; if Courier is used, the size must**  
21 **be no less than 12.** Footnotes shall be in typeface  
22 no less than one size smaller than text size and  
23 shall be used sparingly.

24  
25 **(3) Filings that do not conform to the Local Rules and**  
26 **this Order will not be considered.**

1           **(d) Motions for Summary Judgment:** Before filing a motion for  
2           summary judgment, counsel are strongly encouraged to  
3           review Chapter 14 of Schwarzer, Tashima & Wagstaffe,  
4           California Practice Guide: Federal Civil Procedure  
5           Before Trial (2014). To assist the Court, the moving  
6           party shall submit the required Statement of  
7           Uncontroverted Facts and Conclusions of Law as set forth  
8           in Form 14:C. The opposing party shall submit the  
9           required Statement of Genuine Issues as set forth in Form  
10          14:D, responding first to each of the moving party's  
11          alleged uncontroverted facts, then listing any material  
12          facts in dispute, and citing to supporting evidence.  
13          Note: Separate statements that fail to comply with the  
14          above format will not be considered.

15  
16       **9. Proposed Orders:** Each party filing or opposing a motion or  
17       seeking the determination of any matter shall serve and lodge a  
18       Proposed Order setting forth the relief or action sought and a  
19       brief statement of the rationale for the decision with appropriate  
20       citations. In addition to e-filing and sending the required  
21       courtesy copy to chambers, an electronic version of all Proposed  
22       Orders compatible with Word must be e-mailed to  
23       ss\_chambers@cacd.uscourts.gov.

24  
25       **10. Telephonic Hearings:** The Court will conduct status conferences  
26       by telephone if any party outside the district so requests and all  
27       involved parties consent. The attorney requesting the telephonic  
28       hearing shall contact the Courtroom Deputy Clerk, Marlene Ramirez,

1 at 213-894-3598, at least one week prior to the date scheduled for  
2 the motion or conference to make the necessary arrangements.

3  
4 **11. Ex Parte Applications:** Counsel are reminded that ex parte  
5 applications are solely for extraordinary relief. See Mission  
6 Power Eng'g Co. v. Continental Cas. Co., 883 F. Supp. 488 (C.D.  
7 Cal. 1995). Applications that fail to conform with Local Rules 7-  
8 19 and 7-19.1, **including the failure to include a statement of**  
9 **opposing counsel's position**, will not be considered. The Court  
10 considers ex parte applications on the papers and usually does not  
11 set these matters for hearing. In addition to the requirements of  
12 Local Rules 7-19 and 7-19.1, counsel for the moving party shall  
13 serve opposing counsel by email and shall notify opposing counsel  
14 that opposition papers must be filed no later than 24 hours  
15 following such facsimile service. Counsel shall deliver a  
16 conformed courtesy copy of moving, opposition, or notice of non-  
17 opposition papers to Judge Segal's chambers. The Courtroom Deputy  
18 Clerk will notify counsel of a hearing date and time if the Court  
19 determines a hearing is necessary.

20  
21 **12. Continuances:** Counsel requesting a continuance must lodge --  
22 prior to the date to be continued -- a Proposed Stipulation and  
23 Order including a detailed declaration of the grounds for the  
24 requested continuance or extension of time. Local Rule 7-11. The  
25 Court grants continuances only upon a showing of good cause,  
26 focusing on the diligence of the party seeking the continuance and  
27 any prejudice that may result if the continuance is denied. Failure  
28 to comply with the Local Rules and this Order will result in

1 rejection of the request without further notice to the parties.  
2 **Proposed stipulations to continue scheduling dates shall address**  
3 **the effect of such continuance on any other dates previously set**  
4 **by the Court. Such stipulations do not become effective unless**  
5 **and until signed by the Court. Parties requesting conformed copies**  
6 **shall comply with Local Rule 11-4.5.**

7  
8 **13. Communications with Chambers:** Counsel shall not attempt to  
9 contact the Court or its chambers staff by telephone, letter,  
10 facsimile, e-mail or by any other ex parte means. Local Rule 83-  
11 2.11. Counsel may contact the **Courtroom Deputy, Marlene Ramirez,**  
12 **at 213-894-3598,** with appropriate inquiries. To facilitate  
13 communication with the Courtroom Deputy, counsel should include  
14 their email address along with their telephone number on all  
15 papers.

16  
17 **14. Local Rule 16 Filings, Memoranda, Witness Lists, and Exhibit**  
18 **Lists:** The parties must comply fully with the requirements of Local  
19 Rule 16. They shall file carefully prepared memoranda of  
20 contentions of fact and law (which may also serve as the trial  
21 brief), along with their respective witness lists and exhibit  
22 lists, all in accordance with Local Rules 16-3, 16-4, 16-5 and 16-  
23 6.

24  
25 **15. Proposed Pre-Trial Conference Order:** The proposed Pre-  
26 Trial Conference Order shall be lodged pursuant to Local Rule 16,  
27 and not later than 14 days before the Fed. R. Civ. P. 16 Pre-Trial  
28 Conference. Adherence to this time requirement is necessary for

1 in-chambers preparation of the matter. The form of the proposed  
2 Pre-Trial Conference Order shall comply with Appendix A to the  
3 Local Rules.

4  
5 **16. Jury Instructions, Verdict Forms, Special Interrogatories:**

6  
7 (a) Thirty (30) days before the Fed. R. Civ. P. 16  
8 conference, the parties shall exchange proposed jury  
9 instructions, verdict forms, and special  
10 interrogatories. Twenty-one (21) days before the  
11 conference, counsel shall exchange written objections,  
12 if any, to proposed jury instructions, verdicts, and  
13 special interrogatories. The parties shall meet and  
14 confer with the objective of submitting one set of agreed  
15 upon substantive instructions, verdict forms and, if  
16 necessary, special interrogatories. "Substantive jury  
17 instructions" means all instructions relating to the  
18 elements of all claims and defenses in the case. The  
19 Court will appreciate the parties delivering to the CRD  
20 a courtesy copy of these filings in an electronic format  
21 compatible with Word 2016 at the time the documents are  
22 filed.

23  
24 (b) If the parties cannot agree upon one complete set of  
25 substantive instructions, verdict forms, and/or special  
26 interrogatories, they shall file two documents with the  
27 Magistrate Judge: a joint document reflecting the agreed  
28 upon instructions, verdict forms, and/or special

1 interrogatories, and a second document in the form of a  
2 joint statement regarding the disputed instructions,  
3 verdicts, and interrogatories in the following format  
4 for each instruction, verdict, or interrogatory in issue:  
5

6 (1) A separate page containing the text of the disputed  
7 language with an identification of the party  
8 proposing it;  
9

10 (2) Following the instruction, the opposing party's  
11 statement of objections to the instruction along  
12 with legal authority in support of the argument (**not**  
13 **to exceed one page**) and proposed alternative  
14 language where appropriate;  
15

16 (3) The proposing party's response to the objection with  
17 legal authority supporting the proposed language  
18 (**not to exceed one page**).  
19

20 **BOTH THE AGREED-ON SET, AND THE JOINT STATEMENT RE**  
21 **DISPUTED INSTRUCTIONS ARE TO BE FILED WITH THE PRE-TRIAL**  
22 **CONFERENCE ORDER AND OTHER FED. R. CIV. P. 16 DOCUMENTS**  
23 **FOURTEEN (14) DAYS BEFORE THE PRE-TRIAL CONFERENCE,**  
24 **UNLESS BY SEPARATE ORDER THE COURT SETS A SEPARATE**  
25 **HEARING ON JURY INSTRUCTIONS.**  
26  
27  
28



1           **(c)** All proposed jury instructions shall be in the format  
2                           specified by Local Rule 51-2.

3  
4           **(d)** A table of contents shall be included with all jury  
5                           instructions submitted to the Magistrate Judge. The  
6                           table of contents shall set forth the following:

- 7  
8                       (1) The number of the instruction;  
9                       (2) A brief title of the instruction;  
10                      (3) The source of the instruction; and,  
11                      (4) The page number of the instruction.

12  
13 For example:

14	Number	Title	Source	Page Number
15	1	Burden of Proof	9th Cir. 12.2	5

16  
17           **(e)** The Court directs counsel to use the instructions from  
18                           the current version of the Manual of Model Jury  
19                           Instructions for the Ninth Circuit (West) where  
20                           applicable. Where California law is to be applied and  
21                           the above instructions are not applicable, the Court  
22                           prefers counsel to use the Judicial Council of California  
23                           Civil Jury Instructions ("CACI") forms. If neither of  
24                           these sources is applicable, counsel are directed to use  
25                           the instructions in Devitt, Blackmar and Wolff, Federal  
26                           Jury Practice and Instructions.

27  
28

1           **(f)** Modifications of instructions from the foregoing sources  
2                           (or any other form instructions) must specifically state  
3                           the modification made to the original form instruction  
4                           and the authority supporting the modification.

5  
6   **17. Motions in Limine:** The parties must file motions in limine  
7   addressing the admissibility of evidence in accordance with Local  
8   Rule 7-3 by the date specified in the scheduling order, guidelines  
9   for which are on the last page. The parties shall file their  
10   opposing and reply papers in accordance with Local Rules 7-9 and  
11   7-10 respectively.

12  
13   **18. Voir Dire and Jury Selection:**

14  
15           **(a)** The Court will conduct voir dire of all prospective  
16                           jurors after reviewing suggested questions from counsel  
17                           regarding potential areas of questioning. A portion of  
18                           the voir dire may be based on written questions given to  
19                           the jurors when they are seated as jurors covering the  
20                           following areas: marital status; occupation/spouse's  
21                           occupation; prior jury experience; area of residence.  
22                           Each side will be given approximately 15 minutes to  
23                           conduct voir dire once the Court has concluded its  
24                           questioning of the panel.

25  
26           **(b)** In most cases, the Court will conduct its initial voir  
27                           dire of prospective jurors who will be seated in the jury  
28

1 box. Normally, the Court selects a jury of eight, with  
2 no alternates.

3  
4 (c) Except in an unusual case, each side will have three  
5 peremptory challenges. If fewer than six peremptories  
6 are exercised, the first eight jurors who are seated (by  
7 seat number in the jury box) will constitute the jury  
8 panel.

9  
10 **19. Joint Statement of the Case:** The parties shall jointly prepare  
11 a statement of the case that the Court will read to all prospective  
12 jurors at the beginning of voir dire. The statement should not be  
13 longer than two or three paragraphs. No later than the pretrial  
14 conference, the parties shall lodge their proposed joint statement  
15 of the case, and deliver a courtesy copy to chambers.

16  
17 **20. Findings of Fact and Conclusions of Law:** For a non-jury trial,  
18 the parties shall lodge their proposed findings of fact and  
19 conclusions of law in accordance with Local Rule 52-1 not later  
20 than one week before trial. At the same time, each party shall  
21 submit to the Clerk an electronic version of its proposed findings  
22 of fact and conclusions of law in editable format compatible with  
23 Word via email to ss\_chambers@cacd.uscourts.gov.

24  
25 **21. The Commencement of the Trial:**

26  
27 (a) Counsel shall arrive in the courtroom at 8:30 a.m. on  
28 the first day of trial for the purpose of handling

1 logistical and administrative matters pertaining to the  
2 trial.

3  
4 **(b)** If any party needs to arrange for the installation of  
5 its own equipment such as video monitors, overhead  
6 projectors, etc., counsel should notify the Courtroom  
7 Deputy no later than 4:30 p.m. the Thursday before trial  
8 so that the necessary arrangements can be made. Counsel  
9 will make an appointment to meet with the Courtroom  
10 Deputy Clerk no later than one week before trial to  
11 review trial equipment and procedures with her.

12  
13 **(c)** Unless the Court notifies the parties otherwise, trials  
14 are conducted Monday through Friday from 9:00 a.m. to  
15 5:00 p.m., with two 15 minute breaks and a lunch recess  
16 from approximately 12:00 p.m. to 1:30 p.m.

17  
18 **22. Witnesses:** During trial, counsel must give 24 hours notice to  
19 opposing counsel of the witnesses they intend to call the next day.

20  
21 **23. Instructions Governing Procedure During Trial:**

22  
23 **(a)** Counsel are expected to cooperate with each other during  
24 trial to insure the efficient and expeditious use of the  
25 time of the Court and the jurors.

26  
27 **(b)** Counsel shall not refer to their clients or any witness  
28 over 16 years of age by their first names during trial.

1           **(c)** When objecting, stand before speaking, state only that  
2           you are objecting and the legal ground of the objection,  
3           e.g., hearsay, irrelevant, etc. Do not argue an  
4           objection before the jury.

5  
6           **(d)** In multi-party cases, counsel are expected to coordinate  
7           their cross-examination. The Court will not permit each  
8           party's counsel to repeat previous cross-examination  
9           questions.

10  
11          **(e)** Do not approach the Courtroom Deputy or the witness box  
12          without the Court's permission. Please return to the  
13          lectern when your purpose has been accomplished. Do not  
14          enter the well of the Court without the Court's  
15          permission.

16  
17          **(f)** Please rise when addressing the Court. In jury cases,  
18          please rise when the jury enters or leaves the courtroom.

19  
20          **(g)** Address all remarks to the Court. Do not directly  
21          address the Courtroom Deputy, the reporter or opposing  
22          counsel. All requests for the re-reading of questions  
23          or answers, or to have an exhibit placed in front of a  
24          witness, shall be addressed to the Court.

25  
26          **(h)** Although the Court encourages the parties to stipulate  
27          to facts that are not reasonably in dispute, do not offer  
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a stipulation unless you have previously conferred with opposing counsel and reached an agreement.

(i) While court is in session, do not leave the counsel table to confer with investigators, secretaries, or witnesses unless permission is granted in advance.

(j) When a party has more than one lawyer, only one may conduct the examination of a given witness and only that lawyer may handle objections during the testimony of that witness.

(k) If a witness was on the stand at a recess or adjournment, have the witness back on the stand and ready to proceed when court resumes.

(1) Do not run out of witnesses. If you are out of witnesses and here is more than a brief delay, the Court may deem that you have rested.

24. **Notice of this Order:** Plaintiff's counsel or, if plaintiff is appearing pro se, defendant's counsel, shall provide this Order to

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1 any parties who first appear after the date of this Order and to  
2 parties who are known to exist but have not yet entered appearances.

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4 The Court thanks all parties for their cooperation and for  
5 their support of the Court's consent programs.

6  
7 DATED: Month Day, 2016

8 /S/  
SUZANNE H. SEGAL  
9 UNITED STATES MAGISTRATE JUDGE